

1998

Minutes  
Finance Committee  
Athens-Clarke County Library Board  
January 9, 1998

Mrs. Davis-Barnett called the meeting to order at 2:36. Mr. Heyl was present as a member of the committee as well as Mr. Berryman, ex officio. Mr. Eberhard and Mr. Tritt had been excused. Mrs. Ames, Mrs. Poole and Mrs. Blake were also present.

The committee basically had to decide a philosophical question first. Do we nip and tuck in all categories and freeze all positions to get the 2 1/2% decrease mandated by the Commission or do we do something to get their attention and attract our Friends and Storytime advocates by cutting security or closing on Sunday?

It was decided that the County Commission ought to be aware of the letter from Tom Ploeg outlining what would happen to state funds with a decrease in local funding. There was considerable discussion of the benefits/consequences of closing the library for a day or half a day on Sunday and whether we could fund the difference in any other ways by changing hours, freezing positions, etc. The only flexibility in the budget seems to be in staffing.

The Committee finally decided to recommend to the Athens-Clarke County Board that we submit two budgets, one with the decrease as requested(to be funded by freezing at least one position and closing the Heritage Room for at least some of each day) and to send along with it the letter from the state, the information on how much money we would lose and a strong resolution from the board expressing our dissatisfaction with this mandated decrease. The other budget to be submitted will be the same operating budget as FY98 and will include a 2% salary increase for staff.

The meeting was adjourned at 3:40 p.m.

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
January 13, 1998

The meeting was called to order at 4:02 p.m. by Mr. Berryman, Chairman. Present were Mr. Bower, Mrs. Bowen, Mr. Cheatham, Mrs. Davis-Barnett, Ms. DeJoy, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Mrs. Johnson, Mrs. McCormack, Mrs. Middleton, Mr. Pollock, Mr. Ruffin, Mrs. Stroud, and Mr. Tritt. Mrs. Ames, Mrs. Walker, and Mrs. Poole were also present. Mrs. Blake recorded the minutes.

Mr. Berryman welcomed and introduced new board members, Mr. Bower, representing Winterville, and Mrs. McCormack.

The October 14, 1997 minutes were unanimously approved as mailed upon a motion by Mr. Pollock and a second from Mr. Dendy.

Mrs. Davis-Barnett introduced Celise Poole, the library's business manager, who gave the financial report. She explained the few items where the percentages seemed high but said that overall at 47% we are doing just as we should be. The Library Store figures show it doing well.

There were no members of the public present. The agenda was unanimously adopted with an addition under new business for a minor change to the Fines/Fees policy upon a motion by Mrs. Bowen and a second from Mr. Tritt.

Committee Reports

1. Building and Grounds - Mr. Pollock reported that the Friends of the Library would like this board to approve planting a seedling of The Tree That Owns Itself on the 3rd Friday of February (Arbor Day) to replace the tree in the circle that died of disease. He made his request a motion with a second by Mr. Dendy and it was unanimously approved. Mr. Pollock also reported about the Friends request to county officials to build a storage building on county property. There has been no response as yet. The request of the Friends for a movable sign was referred to the Building & Grounds Committee.
2. Vision Advisory Committee - Mrs. Bowen reported on the Vision Preference Survey currently being done. She urged board members to take the survey and express their opinions especially mentioning the role of the library in education in our community.
3. Policy Committee - two items need to be referred to this committee as soon as new committees are formed and a chairman named.
4. Book Actions - Mr. Berryman asked Mr. Ruffin to serve as acting chair of this committee to act on the complaint currently before them. Mrs. Nourse could not get everyone together to meet before she left the board.
5. PR - Mr. Eberhard reported upcoming issues for the committee are the Endowment fund raising campaign, Internet censoring, and now planning for Tree That Owns Itself planting. Mrs. DeJoy urged



the board to allow a UGA PR class to help in working on Endowment campaign and this was referred to the PR committee to set up. Mrs. Johnson asked for a monthly summary of activities/programs to go to decision makers in the community to show the library is not a static place and this idea too was referred to the committee.

6. Endowment - Mrs. Ames referred the board to the attached report. We have until July 1, 2001 to raise the \$300,000 for the NEH Challenge Grant. DTAE fund raisers are doing a pilot project in Elberton and are sharing their information and suggestions with us. We should have a plan to present at the April board meeting. Mr. Eberhard asked Mrs. Ames to pass appreciation to Susan Colegrove for writing the NEH grant. Mrs. DeJoy expressed the need for a briefing on the grant to know what information to share. It was decided to have a called meeting with the Endowment Board so that everyone will be united in this effort.

#### Director's Report

Mrs. Ames asked that board members read her written report but was very excited about the announcement that Gene Weeks, former board chairman, has been appointed to the State Library Board. Mrs. Ames also reported on the success of the Give and Gift to the Library Christmas project and thanked several board members who made donations. The positive response was surprising but this will be planned better and earlier for next year. Mrs Ames also referred members to the report on Volunteer time prepared by Cathy Padgett. She also referred to the Universal Service Fund where we hope to have big telecommunications savings, technology issues, and the Year 2000 problems. An orientation session for new members and Mrs. Johnson and Mrs. DeJoy who never got one will be scheduled in March.

#### Unfinished Business

Mr. Pollock referred everyone to his written report on the Dan Cain Workshop and urged all board members to attend if another one is scheduled.

#### New Business

1. Budget. Mrs. Davis-Barnett told the Board that the County had requested that we submit a budget 2% less than our current budget and that there were different procedures to follow this year in our presentation. She presented the Finance Committee's recommendation that this request be honored but to send along with it a copy of the letter from Tom Ploeg outlining the loss in state funds should local funding drop, a copy of the state law mandating this loss of funds, and a resolution from the board protesting this reduction; and also that we submit a second budget asking for a 2% salary increase. After much discussion Mr. Pollock moved to adopt the Finance Committee recommendations excluding the resolution and sending a cover letter instead explaining why our request was

unusual. There was a second from Mrs. Middleton. There was further discussion and it was decided that since the Mayor's budget recommendation would be published in April, probably prior to the April board meeting, the resolution could be sent at that time if necessary.

2. Committee Assignments. Mr. Berryman said that he had not yet made these and to please let him know if any member had a specific interest.

3. Winterville Report. Mr. Bower reported that the after school grant was going moderately well.

4. Fines and Fees Policy. The addition of a charge for archival copies at \$.25 each was proposed for use in the Heritage Room. Mrs. Middleton moved to accept the proposal, Mr. Eberhard seconded and the motion passed unanimously.

#### Other Business

Mr. Berryman honored Mrs. Nourse as an outgoing representative to the board with a certificate of appreciation and a book, Perennial Ground Covers, and publicly thanked her for her service on the Book Action Committee and as liaison with the Friends of the Library.

There being no further business the meeting was adjourned at 5:30.

  
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Kathryn S. Ames, Secretary

**Minutes  
Athens Regional Library Board  
January 15, 1998**

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:35. Attending from Athens-Clarke County were Mrs. Davis-Barnett, Mr. Pollock, and Mr. Ruffin; from Franklin County were Mrs. Ling, Mrs. Sorrow and Mr. Veal; from Madison County were Mrs. Murray and Mr. Ginn; from Oconee County was Mrs. Purvis; and from Oglethorpe County were Mrs. Faz, Mrs. Clark and Mr. Downs. Excused was Mrs. Harrover who had just been appointed from Madison County. Mr. Wyllie arrived one-half hour later. Mrs. Ames, Mrs. Walker, and Holly Bowden from the library staff were also present. Mrs. Blake recorded the minutes.

Mr. Berryman introduced and recognized new members Marion Davis-Barnett, Mrs. Maori <sup>Maori</sup> and Mrs. Fa.

The October 16, 1997 minutes were unanimously approved as mailed upon a motion by Mrs. Clark and a second by Mr. Pollock.

Mrs. Davis-Barnett, Treasurer, presented the financial report making the correction of the date to July 1, 1997 instead of October 1, 1997 - these are 6 month statistics. There were 2 items over budget - processing supplies which are purchased at the beginning of the year in bulk and printing and publicity. Overall, at 47.8% of expenditures to this point, we are right on target. The construction budgets were also reported.

There were no members of the public present. The agenda was unanimously adopted with two additions under new business for a change in wording in the Compensatory time policy and a referral of a policy to the local Oconee Board upon a motion by Mr. Downs and a second from Mr. Ruffin.

Staff Report

Holly Bowden, Technical Services Librarian, reported on the regional services performed in the Technical Services area: centralized processing, cataloging 1500-1700 items per month, filling branch special requests, mending all materials (approx. 250 per month), withdrawing 400 items per month and fulfilling 530 ILL requests for the region monthly. This is besides processing gift books and donations. This is a very busy area.

Regional Reports

**Athens-Clarke County:** Mr. Pollock highlighted three items from the board meeting earlier in the week: The Christmas Wish lists brought in \$650 to purchase items; the Endowment received a NEH Challenge Grant (one of only 5 libraries in the country to receive it) necessitating raising \$300,000 in the next 3 years in order to receive \$150,000; and the board has sent its FY99 budget request to Athens-Clarke County Government with the 2.5% reduction they asked for. This would reduce our state money by \$555,000.



**Madison County:** Mrs. Maori<sup>USRAY</sup> reported that one board member had resigned and they were advertising for a replacement. In FY99, the Friends of the Madison County Library will fund 2 of its members to attend Library Legislative Day; the Friends have given \$3,000 to the Library in 1997; and there had been an anonymous donation of \$1200 from the Friends to honor the past presidents of that group. The Chamber of Commerce was hosting an Eggs and Issues Breakfast and at least 5 board members planned to attend. Long range planning and budget planning begin in April. Mr. Perking will be retiring and resigning as board Treasurer in June. Mr. Ginn<sup>USRAY</sup> reported that he had handed the gavel over to Mrs. Maori.

**Franklin County:** Mrs. Ling reported that their board had had two meetings since her last report here. They have finalized their mission statement and set goals for the Long Range Plan. Lavonia is wired and ready for PeachNet. They are excited about the Governor's plan to fund books in the supplemental budget. Lavonia will be able to test the accelerated reading program for the schools this summer because we have computers now.

**Oglethorpe County:** Mr. Downs reported they are looking for board members now and at their meeting later this month will be moving to work on a strategic plan. Legislative Day attendance is being encouraged. They are hoping to convince the Board of Education to add to its amount of funding as there has not been an increase since the move into the new building. The county has passed an education SPLOST which should help. The mural for the children's area is finally finished.

**Oconee County:** Mrs. Purvis told of the many problems with the building and referred questions to Mrs. Ames. She said that we're in the building, ready to open, things are on the shelf, there are 3 new employees, but the floor makes them so sad. She said the building looks leaner, but that there are plans to enhance the interior. The county will help landscape plans for both libraries. She reported that after their board meeting next week she will no longer be chairman as the nominating committee will have a replacement as well as other new officers.

#### Director's Report

Mrs. Ames invited board members to read her report. She noted that the Governor has proposed a one-time grant of \$10 million for new books for public and school libraries. The formula, if funded, will provide us with \$1.64 per capita - per library in our region. Board members were urged to contact local legislators asking for passage of the supplemental budget. The only catch is that this money would have to be spent by June 30. This will put tremendous stress on an already busy Technical Services area. The NEH Challenge Grant means that we will be learning a lot about fund-raising and will pass information on to everyone in the region. Library Legislative Day - a lobbying information bulletin will be mailed to everyone(not just those attending) to aid in your phone calls and meetings with local legislators.

Unfinished Business

1. Dan Cain Workshop report - Mr. Pollock asked board members to read this report. Several members expressed an interest in having another workshop. Mr. Ginn stressed how important this board is in making the decisions that count for the whole region.
2. Food for Fines. Pam Blake reported that during the week of November 16-22, approximately \$665 in fines was waived.

New Business

1. Out of State Travel. Mrs. Ames asked for approval to send 6 people to PLA in Kansas City where librarians always find new ideas and challenges. She said funding is available as follows:

Individual cost - Registration	\$150
Hotel(\$55 x 4 days)	220
Airfare	146
Food(\$21 x 5 days)	105
	\$621 each for
Ames, Walker, Atwood and Auwarter(state travel)	\$2,484
Caterson(Oconee County travel)	621
Firestone(Friends of A-CC Library)	621

After a discussion on the amount budgeted for food, it was moved by Mrs. Clark with a second by Mrs. Ling to approve the plan and passed unanimously.

2. Technology Plan. Mrs. Walker explained about the Universal Service Fund discounts for telephone lines, digital lines, hubs, etc. On, or about Feb. 1, we will have 75 days to apply during the time period open. There are several FCC forms and a Technology Plan which have to be approved prior to application for these discounts. We need board approval for the plan but there is still no guarantee we'll get the discounts. After discussion Mr. Ruffin moved to accept the plan as proposed with a second by Mrs. Clark. It passed unanimously.

3. Legislative Day. After discussion about whether a policy had ever been set on who can go to legislative day and who pays for those who do go, it was decided that no action needed to be taken. Mrs. Ames indicated that we budget for 15 board members/staff to go and it is paid for out of M & O funds.

4. Oconee County Construction. Mrs. Ames explained the major problem with the flooring: the new slab may have a moisture problem which may causes bubbles in the linoleum. The contractors, architects, Mr. Dawson, and library staff and administration are meeting tomorrow afternoon to try to resolve this. Mrs. Ames believes they'll recommend a change order and she doesn't think the Oconee County construction account should have to float this bill. She doesn't want to accept the building until this is resolved. Mrs. Ames asked for authorization to employ an attorney to advise us and give a reasonable action plan. Mr. Pollock moved to make that authorization and Mrs. Clarke seconded. After further discussion, the motion passed unanimously. It may be necessary to have a called meeting about this issue.



Athens Regional Library Board  
January 15, 1998  
Page Four

5. Request for Governor's Emergency Fund Grant for a new van. Mrs. Ames reported that the courier van, purchased in 1992, has 120,000 miles. We would like to apply through the Governor's Emergency Fund for \$20,000 for a new van. We presently have \$5000 saved to go toward a new one and could possibly add another \$1500 with the sale of the old Kidmobile. Mr. Ginn moved to apply for the \$20,000 and Mrs. Clark seconded. The motion passed unanimously.

6. Clarification of Compensatory Time. Mrs. Walker presented the change, which is a clarification of the present policy. Compensatory time should only apply to those working more than 40 hours per week so we fit within the Fair Labor Standards Act. Mr. Ruffin moved to accept the change as proposed with a second from Mrs. Davis-Barnett and the motion passed unanimously.

7. The Laptop computer policy was referred to the Oconee Board for action upon a motion by Mrs. Clark and a second from Mrs. Long. After some discussion that the donor had agreed to cover maintenance for the first year and software the motion passed unanimously.

There being no further business, the meeting was adjourned at 5:10 p.m.

  
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Kathryn S. Ames, Secretary

**MINUTES  
FINANCE COMMITTEE  
February 2, 1998**

Mrs. Davis-Barnett called the meeting to order at 12:00. Mr. Eberhard was present as a member of the committee. Mr. Heyl was excused and Mr. Tritt was absent. Mrs. Ames, Mrs. Poole Mrs. Blake, and Stacey Overstreet were also present.

The Committee first decided to update the graphics we had used the year before in the presentation to the Commission and compare to last year's numbers. Basically, our presentation should say, we spent the money you gave us well last year, this year we're not asking for more, but here are our unmet needs. Our needs continue to escalate because usage continues to increase. Our quality of service is decreasing and impacting the community in a negative manner.

List of Unmet Needs - tie these into our statistics

1. Closing Heritage Room daily until 1:00-decrease in services(already closed on Friday evenings, what's next? If we keep on not meeting needs the next logical step is to close a whole day.
2. Freezing a librarian position -We've reallocated staff, done cross-training, but we're not maintaining the status quo.
3. Computer needs - people are standing in line waiting, tie in with increase in # of patrons using computers
4. Technical expertise - need in-house expert to keep computers up and running, downtime due to repairs that could have been done in house
5. Year 2000 issues
6. Turnover - Full time with benefits would help. Using more volunteers than ever before, but here are the limits of volunteerism.

What money we have generated to help ourselves:

1. Show demonstrated success in getting outside funding(NEH Challenge Grant, Grassroots, etc.) without coming up on operating side, this will negate - 20 years from now may not be able to take care of special needs.
2. Fol and wish list items (programming too)
3. Enrichment activities due to grants(funding is gone so are public housing literacy programs)

It was decided to ask county directly to fund a facilities feasibility study and a study to see if the library should become part of the Athens-Clarke County Government.

The Committee will look at the handouts(via fax) and will meet again prior to the hearing to decide on its presentation.



**Minutes**  
**Policy Committee**  
**April 8, 1998**

The Policy Committee of the Athens-Clarke County Library Board was called to order at 4:12 by Larry Dendy, Chairman. Present were Mrs. Bowen, Mrs. Ames, Mrs. Walker, Mrs. Blake and Laura Carter. Excused was Mr. Pollock.

Mrs. Carter presented for review a draft of Heritage Room policies she's been working on updating. She explained the reasoning and the need for these changes. It was suggested that an attorney review this policy (especially the copyright portion). Mrs. Carter was invited by Mr. Dendy to come to the library board meeting to answer any questions.

Other suggested policies were then reviewed. Several wording changes were made in drafts the board was working from:

- page 60 change petty cash request to petty cash purchase
- page 77 omit distribution of literature phrase from paragraph 4  
add notice of sponsorship phrase to meeting room form
- page 82 don't make any changes to this page
- page 96 volunteer page move to Support Groups - new page  
add new wording at the beginning about what these groups are
- new page Board of Trustees - should be under library board governance. Omit the last two sentences of paragraph 1  
and add: The Board of Trustees discharges its duties as a body. Individual board members may express personal viewpoints but may not speak for the entire board.
- page 10 Remove the sentence re: library director being the only authorized spokesperson
- page 11 Omit the signed agreements statement. However, we should probably ask an attorney if this is something we should be doing.
- page 8 Probably need to add how long to hold the performance review documents.
- page 19 Remove end of proposed sentence, "and to look and act professional at all times."

The meeting was adjourned at 6:00.

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
April 14, 1998

The meeting was called to order at 4:02 p.m. by Mr. Berryman, Chairman. Present were Mr. Bower, Mrs. Bowen, Mr. Cheatham, Mrs. Davis-Barnett, Mr. Dendy, Mr. Eberhard, Mrs. Johnson, Mrs. McCormack, Mrs. Middleton, Mr. Pollock, Mr. Ruffin, Mrs. Stroud, and Mr. Tritt. Ms. DeJoy and Mr. Heyl were excused. Mrs. Ames, Mrs. Walker, and Stacey Overstreet were also present as were guests LaGrange DuPree, Claire Benson-Colquett, Dr. Sheila Stille and Dr. David Sargent. Mrs. Blake recorded the minutes.

The January 13, 1998 minutes were unanimously approved as mailed upon a motion by Mr. Pollock and a second from Mrs. Davis-Barnett.

Mrs. Davis-Barnett gave the financial report. The Library Store is well over budget projections for revenue. The SPLOST allocation shows more than \$200,000 per year, but this includes the past year's unspent funds.

There were no members of the public present. The agenda was unanimously adopted upon a motion by Mrs. Davis-Barnett and a second from Mr. Eberhard.

Committee Reports

1. Policy Committee - The Heritage Room policy which Laura Carter has been revising has been tabled. Action has been delayed until all the legal aspects have been covered.

General Policies - Mr. Dendy recommended the proposed policies mailed to the board for adoption, plus the one presented today and Mrs. Johnson seconded. After some questions and discussion of several specific issues, the policies were unanimously approved.

2. PR Committee - Mr. Eberhard mentioned that a PR class at UGA is working with the Fund-raising Committee of the Endowment. He also mentioned that he would like to arrange tours of the library with perhaps breakfast for members of the county commission and the school board by the end of the calendar year. It was suggested that tours should be arranged during times the library was open and busy, not when the library is closed to the public.

3. Building and Grounds - Mr. Pollock indicated that the Heritage Room is going to be reconfigured with some equipment moved and some new counters built. The Library is also looking neater because old computers have been removed and other surplus equipment removed for storage. There has been no response as yet to the Friends request to put a storage building on county property.

4. Friends of the Library - the Friends had an outstanding book sale and raised \$11,000. David Firor, Friends board member, moved that the Friends give \$10,000 to the Endowment for the next three years. Mr. Eberhard asked for a vote of thanks to go to the Friends for their action.



5. Book Action - Mr. Ruffin reported that following a meeting in January regarding a book complaint, the committee recommended keeping the book. A second complaint warranted moving the disputed book into the adult collection as requested.

6. Winterville Library - Mr. Bower reported that their present grant expires in August and they are looking at ways to keep some services going. The Friends of the Library will again hold its book sale during the Marigold Festival. Mr. Bower requested that the Winterville Library Board and City Council be invited to take a tour of the headquarters library. MCI says they'll have internet connection by June.

#### Director's Report

Mrs. Ames asked that board members read her written summary of events. She mentioned that as a result of attendance at a PLA workshop the resource team has looked at services and is preparing some restructuring. We will be getting in approximately 18,000 new books before the end of June. How we're going to pay for processing them is causing some concern.

#### Unfinished Business

1. Committee Appointments - Mr. Berryman referred board members to the blue sheet which has new committee assignments. Mrs. Bettye Stroud has agreed to be the Friends of the Library chairperson for the coming year. Anyone else interested is invited to serve on that committee with her.

2. Budget Update - Mrs. Davis-Barnett reported on the presentation of the two budgets to the County Commission, Mayor, and Manager. The reception was interesting. Clarke County feel that the State of Georgia is infringing on the sovereignty of its budget process.

#### New Business

Mrs. Ames introduced Mrs. DuPree, Endowment President, Claire Benson-Colquett, Endowment Consultant and Dr. Stille and Dr. Sargent from Department of Technical and Adult Education. Drs. Sargent and Stille are offering their consulting services for free to help public libraries raise money for themselves.

They have been helping the Endowment committee prepare a draft case for support. Now the process is to the point of selecting people who are eagles in our community to interview. These are people who will be asked how much they are willing to support the library. The whole process should take about 3 weeks, but preparation for the interviews will take at least 1 month longer. The Board was invited to help identify people to interview. Stacey asked for input within one week to her office following this meeting. After the interviews, Dr. Stille said that a statistical analysis and report would be made recommending if a capital cam-

Page Three  
Athens-Clarke County Library  
April 14, 1998

paign is feasible here. It would not begin until fall at the earliest.

It was suggested that the board meet within a month to recommend what it wants in the draft case study.

There being no further business the meeting was adjourned at 5:30.

  
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Kathryn S. Ames, Secretary



**Minutes  
Athens Regional Library Board  
April 16, 1998**

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:32. Attending from Athens-Clarke County were Mrs. Davis-Barnett, Mr. Pollock, and Mr. Ruffin; from Franklin County were Mrs. Ling, and Mr. Veal; from Madison County were Mrs. Murray and Mrs. Harrover; from Oconee County were Mr. Billings, Mrs. Purvis and Mr. Wyllie; and from Oglethorpe County were Mrs. Clark and Mr. Downs. Mr. Ginn arrived later. Absent were Mrs. Sorrow and Mrs. Faz. Mrs. Ames, Mrs. Walker, Mrs. Atwood, Mrs. Firestone, Mrs. Poole and Mrs. Burns from the library staff were also present. Mrs. Blake recorded the minutes.

Mr. Berryman introduced new member, Mr. Ray Billings from Oconee County.

The January 15, 1998 minutes were unanimously approved as mailed upon a motion by Mrs. Clark and a second by Mrs. Ling.

Mrs. Davis-Barnett, Treasurer, presented the financial report. There were 2 items over budget - processing supplies and printing and publicity primarily because supplies were purchased in bulk at the beginning of the fiscal year. All other expenditures are around 75% as they should be. However, because of the need for processing supplies to begin putting some of the new 18,000 books purchased with the Governor's Initiative onto the shelves this fiscal year, Mrs. Davis-Barnett requested amending the processing supplies budget by \$8000 to be funded out of the reserve. Mrs. Clark moved that this be done with a second from Mr. Pollock. After some discussion about the trade off necessary if books are purchased pre-processed, the motion was unanimously approved.

There were no members of the public present. The agenda was unanimously adopted upon a motion by Mrs. Clark and a second from Mr. Ruffin.

Staff Report

Paige Burns, Talking Book Center Specialist, reviewed the services of that department. The Center serves all who can't read regular books in the 16 counties around the Athens area. Mrs. Burns brought examples of the books on tape and the players which are mailed back and forth to patrons and explained about deposit collections in the counties and her visits to nursing homes, personal care homes, etc. to make TBC services more widely known.

Regional Reports

**Athens-Clarke County:** Mr. Pollock reported on the free help the Endowment is receiving from DTAE personnel to help us raise the \$300,000 needed for the NEH Challenge Grant. They will conduct a feasibility study for us. The Friends of the Library had a very successful book sale and have decided to give the Endowment \$10,000



for the next three years. This library's 6th birthday is Saturday, April 25 and all are invited for a party.

**Franklin County:** Mrs. Ling reported that they will be pursuing some grants for the library. The City of Lavonia is also pursuing a maintenance grant for the library to replace the library roof. The grand jury visited both libraries and recommended that the Board of Education and County Commission begin paying toward the maintenance of the libraries. The Board has been contacted by several groups wanting speakers and are generating a lot of support as a result. The Royston library assistant passed away recently and they will be hiring a new assistant and perhaps a new branch manager if the present manager retires or cuts back her hours. The Board continues to work on a budget and a strategic plan.

**Madison County:** Mr. Ginn arrived just in time to be congratulated; he's the proud father of a baby girl. Mrs. Murray reported that the board had selected and recommended Mr. Gerald Ingram to replace Mrs. Sweeny to the County Commission. The Commission approved the nomination just last night. There is a called meeting on April 28 to discuss the long range plan. Mrs. Murray mentioned several interesting programs and displays at the library right now.

**Oglethorpe County:** Mr. Downs reported that the Oglethorpe Board is trying to finish up their long range plan and are working to make measurable goals. Alice Paul is retiring after 29 years and there will be a tea in her honor soon. There will soon be two new board members to replace two who have resigned. The budget funding is going well although they are looking to increase the Board of Education funding. Readership had dipped but has increased lately. Many gifts have been made and the meeting room is being well used.

**Oconee County:** Mrs. Purvis began the report as past president to say the Oconee Library is now open. The official celebration and dedication was April 5. Billie Brown was honored on her retirement and the community warmly welcomed the reopening. She introduced Ray Billings as the new president of the board. He continued the report with the information that the Friends had given the library a check for \$1,250 and that the board was working with the commission on a new budget. An Eagle Scout is coordinating the landscaping of the library as his project. The problem flooring is not a problem anymore.

#### Director's Report

Mrs. Ames invited board members to read her report. Board members were invited to see the exhibit by Peggy Clark, sister-in-law of board member, Nancy Clark, presently on display in two places in the library. Mrs. Ames also mentioned that Dr. Louise McBee, State Representative from the 88th House District was asked to come to the meeting today to speak about HB203 which she sponsored. This bill affects the retirement of all employees who



work 20+ hours. For every 40 days of unused sick leave, 1 month will be credited toward retirement. This becomes effective July 1, 1998 and will be funded by the Teachers Retirement System. We didn't receive any funding for a van, the flood damage and juvenile justice system received the money instead. Maybe next year.

#### Unfinished Business

1. Judy Atwood reported that \$36,000 had been spent or encumbered already out of the approximately \$278,000 available to purchase new books in this region from the Governor's Book Initiative. All the staff here and branch managers are busy selecting books.

Mr. Ginn asked Mrs. Ames to make sure that the library's insurance increases to cover the 18,000 new books.

2. Mrs. Walker reported that the USF grant is in the mail and in Iowa. We have applied for discounts in telephone service, and digital data circuits. If Congress funds this, July 1 would be the second year of the fund and more discounts could be applied for.

3. Mrs. Atwood led a discussion and gave a demonstration of CyberPatrol, a filter to block internet access to adult sites. She reported that libraries are struggling to find a balance in dealing with this issue and that though no product is perfect, CyberPatrol was recommended by the Resource Team as the best on the market right now. The library has purchased 50 licenses and are recommending that branch libraries have both filtered and unfiltered workstations available to the public. At the Athens-Clarke County Library, children under 14 should use a filtered workstation unless accompanied by an adult. Each board should decide on the settings for each community and Mrs. Atwood said she would be happy to work with each board and to provide a demonstration.

Dr. McBee arrived and was welcomed by the board. She gave a brief legislative update and mentioned that she will begin work on getting a van for next year.

#### New Business

1. Mrs. Ames reported that the letters from American Linen Supply regarding their fire and the Oconee County Commission have been forwarded to our insurance carrier.

##### 2. Policy Review

a. Mrs. Poole reviewed the proposed amendments to the financial/money handling procedures and policy. There was some discussion of why it was necessary to fill out a cash form every day. Mrs. Davis-Barnett moved to adopt the policy as distributed and Mrs. Clark seconded. It was passed unanimously.

b. General Policy revisions - Mrs. Walker explained the additional policy change requested and then the board unanimously adopted it and all of the policies which were mailed on a motion from Mrs. Ling and a second from Mr. Ruffin. Mr. Wyllie asked if

there was a policy for employees to wear name tags when on duty. He strongly suggested picture ID's. Mr. Berryman appointed Mr. Wyllie chair of a special committee to bring a recommendation and wording on this issue. Other members of the committee are Mrs. Ling, Mr. Downs, Mrs. Harrover and Mr. Ruffin.

3. Out of State Travel - Mrs. Ames asked for approval for Paige Burns to attend the TBC National Conference in Vermont (the funds are in her travel budget); Cathy Padgett to attend the Museum Store Association meeting in St. Louis (the Library Store budget includes travel for this meeting); Katherine Gregory to attend the Dynix Annual Meeting in Utah (we have a credit from Dynix which would cover the registration, but need approval for flight, hotel and meals) and Holly Bowden to attend ALA and Dynix Training in Washington DC (she has a place to stay so all that's needed is flight and registration). The total needed is \$3000. After some discussion Mrs. Clark moved to approve all the travel, Mrs. Ling seconded and the vote was unanimous.

4. DebtCollect Proposal - Mrs. Firestone presented a service to benefit the regional system to collect long overdue materials. The service is exclusively for libraries and is a 2 step process. Mr. Ginn moved that we try the system for 90 days and Mr. Downs seconded. After some discussion about beginning the process at 45 days instead of the present 60 days the motion was approved unanimously. Mrs. Firestone will bring a report back to the board.

#### Other Business

Mr. Wyllie suggested that it might be an appropriate application of Megan's law for library personnel to know who is registered as a convicted sex offender in each county. He suggested calling up the Web page and printing the names and pictures of those registered. Library personnel would then at least be aware when these people use the library. Discretion would be left to the professional staff.

There being no further business, the meeting was adjourned at 5:45 p.m.

  
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Kathryn S. Ames, Secretary



MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
July 14, 1998

The meeting was called to order at 4:00 p.m. by Mr. Berryman, Chairman. Present were Mr. Cheatham, Mrs. Davis-Barnett, Ms. DeJoy, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Mrs. Johnson, Mrs. McCormack, Mrs. Middleton, Mr. Pollock, Mr. Ruffin, and Mrs. Stroud. Mrs. Bowen arrived at 4:30. Mr. Tritt excused and Mr. Bower was absent. Mrs. Ames, Mrs. Walker, Ms. Fike, and Claire Benson-Colquett were also present. Mrs. Blake recorded the minutes.

The April 14, 1998 minutes were unanimously approved as mailed upon a motion by Mrs. Middleton and a second from Mr. Pollock.

Mrs. Davis-Barnett gave the financial report. The Library basically collected more than we budgeted and spent less than we budgeted so we're in good shape. We are over in a couple of areas - particularly printing/publicity(brochures to be used for next year), equipment purchased(CD ROM network died and repair is still underway) and professional services and security(minimum wage increase for guard), household supplies(upholstered chairs were cleaned professionally). We have spent all of our state funds and our Clarke County money. Fine money of \$38,000 can be carried over. The Library Store is also doing well.

Mr. Pollock moved that the Fy1998 budget be amended in the 5 categories mentioned above to bring them into the 10% range of actual expenditures made. Mr. Eberhard seconded and the motion was unanimously passed.

There were no members of the public present. The agenda was unanimously adopted upon a motion by Mrs. Davis-Barnett and a second from Mr. Dendy.

Pam Blake gave a brief report on the recently completed Y2K survey of library equipment. It is hoped the survey will help Athens-Clarke County realize the scope of the problem. The Samson Project (new accounting system) is the #1 priority, the Circulation system is second and everything else is third.

Mrs. Ames introduced Mamie Fike, new library Business Manager.

Committee Reports

1. Endowment - Claire Benson explained that the interviews for the feasibility study are going well. She said that interviewers were reporting that people are offering help in the future and are getting positive feedback. Mr. Berryman suggested that we think about people who can serve in the roles of volunteer and fund-raiser.
2. Friends of the Library - Mrs. Stroud reported that Family Fun Day is August 22. An ice cream party for the staff is coming

soon and there are already 8 authors signed up for Café au Libres this year. There are approximately 500 people who are members of the Friends of the Library.

3. PR Committee - Dr. Eberhard mentioned that the UGA class came up with some fund-raising ideas in their final study which can be used when we get to that part of the endowment planning process. He also mentioned that we had a lot of traffic and good PR from the Business Expo and that the website should be up by Labor Day. A PR intern has been hired to help Stacey. The committee hopes to develop a PR plan for the next few years.
4. Winterville - In Mr. Bower's absence, Mrs. Ames explained that Winterville has developed a strategic plan, they are projecting costs for increasing to 40 hours for the library to be open, and for services for senior citizens. Winterville had a \$10,000 grant, which expired in June but hope to continue to serve the new children the grant has brought in.

#### Director's Report

Mrs. Ames said that Stacey has been approached by WRFC about doing a Library Corner for one-half hour at 7:30 am on Saturday mornings. It may continue throughout the year if they can get sponsors.

She invited board members to read the rest of her report that their leisure. There are boxes all over the building with the \$228,000 in books from the Governor's Initiative. The computers, which were supposed to arrive in January, arrived at the same time as the books. Julie is working on a plan to get the computers out into the region.

Mrs. Ames also thanked Julie for attending the Athens-Clarke County budget hearing - the library got the 4% salary increase for its employees. The Friends of the Library also worked really hard by phoning the commissioners. Mr. Cheatham suggested commissioners be invited the library at times other than during budget periods.

The patron satisfaction survey results show that we more than met the goal which was to have 80% satisfied with the library. We will mail the final survey results and some of the comments.

Discussion Topic - Role of Committees. Mr. Cheatham asked what the procedure on committees is as he has been on the board over a year and still hasn't been to a committee meeting. The consensus is that it depends on the committee which meet as needed. Mr. Cheatham may be added to the PR committee which is a busier committee.

#### Unfinished Business

1. FY1999 budget was presented for approval. The main difference is the supplemental payment which is directed into Personnel, other



Page Three  
Athens-Clarke County Library  
July 14, 1998

than that it is the same budget presented in November other than increasing amounts in the categories we just amended in last year's budget. Mr. Pollock moved to adopt the budget as presented and Mrs. Davis-Barnett seconded. The budget passed unanimously.

2. Governor's Book Initiative - we have received all of the books. It was suggested that we call the paper to tell them what kinds of books have been added and to thank the Governor with a giant thank you card for patrons to sign.

3. Governor Miller has been selected as the elected official to receive an award in Phoenix, Arizona at the annual White House Conference on Libraries and Information Services Taskforce. Mrs. Ames nominated him for this award.

#### New Business

Long Range Plan - Mrs. Ames reported that the minutes from last quarter's minutes indicate that we would have annotated comments on the Long Range Plan and this just didn't get done.

Mr. Berryman asked for volunteers to an Ad Hoc Committee to work on this. The Committee will be composed of Mrs. Johnson, Mrs. Bowen, Mrs. DeJoy, Mr. Eberhard, and Mr. Ruffin.

#### Other Business

Mrs. Bowen reported that the volunteers for the reading programs at the hospital received 350 free copies of a book that Mrs. Ames found that was available from Scottish Rite Hospital and that Governor Miller had also given copies of the *Little Engine That Could*.

Mr. Firor has not yet heard from Mr. Crace about putting a building for the Friends on a site from Athens Clarke County.

There being no further business the meeting was adjourned at 5:04. The next meeting will be the second Tuesday in October.

  
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Kathryn S. Ames, Secretary

**Minutes**  
**Athens Regional Library Board**  
**July 23, 1998**

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:35. Attending from Athens-Clarke County were Mrs. Davis-Barnett and Mr. Pollock; from Franklin County were Mrs. Ling, Mr. Miller and Mr. Eschedor; from Madison County were Mrs. Murray and Mrs. Harrover; from Oconee County were Mr. Billings, Mrs. Purvis and Mr. Wyllie; and from Oglethorpe County was Mrs. Bloom. Excused were Mr. Ruffin and Mrs. Clark and Mr. Downs. Absent was Mr. Ginn. Mrs. Ames and Mrs. Walker from the library staff were also present. Mrs. Blake recorded the minutes.

Mr. Berryman introduced new members, Mrs. Bloom from Oglethorpe County and Mr. Miller and Mr. Eschedor from Franklin County.

The April 16, 1998 minutes were unanimously approved as mailed upon a motion by Mr. Pollock and a second by Mrs. Davis-Barnett.

There were no members of the public present. The agenda was unanimously adopted on a motion from Mr. Wyllie and a second from Mrs. Davis-Barnett.

Mrs. Davis-Barnett, Treasurer, presented the financial report. Please see the attached, which shows the revenue broken out by region and by county. We collected more than projected in nearly all cases. We have \$4,000 extra in the regional share. We can't find the documentation for this extra so we need to amend this to fall within the 10% variation. On expenditures, the library is in pretty good shape as well. We spent a little less than projected. The grant total of revenue actually received and expenditures actually made shows we saved about \$50,000 to carry forward.

The Watkinsville project is not complete - there are a few things left and the contractor has walked away from the job. The money left has to be spent for construction purposes - video projection system or landscaping for example. The Bogart project is totally finished. The Oconee Board will have to decide how to spend what is remains and has asked the architect for final numbers.

Mr. Berryman asked if there were any other construction projects on the horizon. Mrs. Ames responded that the Lavonia-Carnegie library may be renovated. The City of Lavonia got a grant to replace the roof. We need to renovate the inside with perhaps a preservation or state construction grant.

Staff Report

Pam Blake gave a brief report on the recently completed Y2K survey of library equipment. The survey will help DTAE define the scope of the problem so funds to replace equipment are available from the State. The Samson Project (new accounting system) is the #1 priority; #2 is the Circulation system, and #3 is everything else.



Regional Reports

**Oconee County:** Mr. Billings reported that the plumbing problems are repaired at last. Checkout numbers in June were the highest ever. Over 1,000 people registered for the Summer Reading Club which is also the highest ever. This is almost ½ of all the elementary age kids in the county. Landscaping is probably the biggest issue left in both construction projects, but otherwise everyone is very satisfied.

Mr. Wyllie asked about the pace of books being processed. Mrs. Ames reported that we are cataloging about 2500 additional books per month. It will probably take 4 months total to get all the new books out. The goal was to catalog as many children's books as possible first, but for the most part now we just complete a box as we come to it. We have trained 3 of our reference librarians to help catalog part-time in our efforts to get these out faster.

**Oglethorpe County:** Mrs. Bloom was unprepared to make a report but did say everyone was enjoying the new books.

**Madison County:** Mrs. Murray said the board there was working on revising long term goals and the constitution. CyberPatrol is in place (their board asked for the strictest filters) and only two people were blocked trying to find something. Shannon Felt is the new library aide helping with children's programs. Jennie Ruth Echols is resigning October 1 and will not be active after August 1. She will be recognized by the Friends of the Madison County Library at its October meeting. Madison County had 435 children sign up for the Summer Reading Club. The board will likely take up the issue of staying open later a couple of nights during the week as people have been asking for that service.

**Franklin County:** Mrs. Ling reported that the board was still working on the budget. The Board of Education has agreed to its share, but the Board of Commission were voted out of office so the budget hadn't been voted on there. Lavonia got three computers and the board voted to filter all three. The board has also changed the hours and days open in response to patron request. They are merely rearranging as they don't have the funding to expand or hire new staff. There is a new branch manager in Royston, Rosie Chitwood. Louise Hendrix, former branch manager, is working part-time now. There are three new board members in Franklin County including Mr. Miller and Mr. Eschedor. The Franklin Board is also working on a long-range plan and its summer reading club was highly successful. Mr. Miller noted that Mrs. Ling is moving to Cherokee and this is her last meeting. He mentioned how much the board will miss her.

**Athens-Clarke County:** Mr. Berryman said that today marks the last day of a feasibility study that the DTAE is doing for us. They are conducting more than 70 interviews of people from across the community. Because of the NEH Challenge Grant, if we can raise \$300,000 they will give us \$150,000. He encouraged all to think



about an endowment for their own counties. Mr. Berryman also noted good success with the budget and feedback from commissioners. Employees did get a 4% raise.

#### Director's Report

Mrs. Ames highlighted Stacey Overstreet from her written report as an exceptional employee - she has received a GLA award as the Paraprofessional of the Year. Mrs. Ames also called attention to the patron satisfaction surveys attached. Overall people appear to be pretty happy about the libraries. She also mentioned that the Athens-Clarke County Friends of the Library really went to bat with our commissioners over the budget. She would like to work on an advocacy campaign to help the Friends in every county.

#### Old Business

1. Debt Collect Update. The 90 day free trial with the collection agency has begun. All branches know the procedure and how to respond. The first batch of about 200 letters have gone out.
2. Nametag Report - Mr. Wyllie reported that he sent the 5 committee members a survey which they mailed back. 4 members responded yes, all employees should wear some kind of ID and 1 declined to vote. Mr. Wyllie said that this issue shouldn't be an unfunded mandate. Three of the 5 members wanted more ID than the name of the library and the name of the person. Mr. Wyllie recommended the badge be large enough to see 2 arm lengths away. He said he had sent out a sample from Kinko's. 2 said yes, 2 said no because they didn't want a photo and 1 said no. Mr. Wyllie suggested the board as a whole decide if the badge should have a photo. Mr. Wyllie moved that name badges with photos be used by employees throughout the system. Mrs. Ling seconded. Mrs. Bloom asked what the impetus was for having a nametag. Mrs. Purvis asked about the cost. Mr. Pollock mentioned that most employees in Athens didn't wear their badges from a year ago. Mr. Wyllie said he wants it for customer friendly relations and for security reasons - to know who is a visitor and who is an employee. The motion passed unanimously and Mrs. Ames will implement.
3. Installation of New Computers. Mrs. Walker noted that the first of the lottery purchased computers have been delivered to Franklin County. The computer operations group are loading software and hooking up printers, modems, etc. Each branch will also be getting a new printer. Royston, Bogart and Winterville will have modems purchased and some small hubs. The purchase of extras such as surge suppressors and cabling will come from fines and fees. She hopes that within 4 weeks all computers will be installed and up and running.

#### New Business

1. FY99 Budgets - Mrs. Ames presented the regional budget, M & O budget, Materials, Travel and TBC budgets for approval. Mrs.



Davis-Barnett moved to adopt as presented, Mr. Pollock seconded and the budgets passed unanimously.

2. Travel - The state is encouraging the directors to attend an out-of state meeting in North Carolina. Costs should total approximately \$688 total. Mr. Miller moved this travel be approved with Mrs. Ling providing a second. The motion passed unanimously.

3. Mr. Ginn has often questioned whether the board needs to approve travel. At present, anyone traveling out of state must have board approval. Mr. Miller said he believes it should be the supervisor's responsibility to do this. If that is the case, then only Mrs. Ames travel should come before the board. There is no state requirement and Mrs. Ames' travel is in the budget. Mr. Miller moved that within the constraints of an already approved budget, only travel outside the United States or exceeding the budget should be brought to the board for approval. Mrs. Murray seconded and the motion passed unanimously.

4. Bonding - Mrs. Ames mentioned that we need to look at our bond. In light of the Hart County situation, should the library bond all staff who handle moneys? It was decided to wait to see what the quotes would be. It was asked if it would be possible to piggy back onto the county's bond.

5. Auditor's Report - Mrs. Ames introduced Mamie Fike, the library's new business manager. This is the tentative report audit findings:

Separation of accounting duties - we have gotten rid of the finding.

Lack of documentation for expenditure - Tom Ploeg approved this and wouldn't put it in writing, so we'll ask that this finding be taken off.

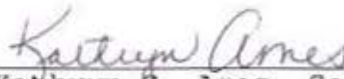
General fixed assets - don't have this for books and don't depreciate. When we have accounting software to handle, it will be taken care of.

New finding - Assistive Technology grant. We bought a system with the ability to read print. Because we had no demand, no wiring and no furniture to for it, it was not installed and in use. We were written up for this and will argue this on.

Patron Satisfaction Survey - already covered in director's report.

Mr. Berryman presented Mrs. Ling with a certificate of appreciation for her service to the board and with a book, *Story of Painting*, which will be presented to the Lavonia Library in her honor.

There being no further business, the meeting was adjourned at 5:00 p.m.

  
Kathryn S. Ames, Secretary

Minutes  
Called Meeting  
August 25, 1998

The meeting was called to order at 5:05 by Bill Berryman, Chairman to discuss the feasibility study done by DTAE employees for the library's Endowment. Those present were: Ms. Bowen, Mr. Cheatham, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Ms. Johnson, Ms. McCormack, Mr. Pollock and Mr. Ruffin. Also present were Dr. Sheila Stille, Claire Farnell and Betty Jean Thomas from DTAE.

Dr. Sheila Stille reviewed the report:

1. There is a lack of visibility of the Administration and governing board of the library which means some development and training is needed. The Endowment board is better at 82%.
2. The Humanities Collection generated support, but may have been skewed because of the need for the grant match.
3. Youth Services is seen as education oriented.

Priority of needs (feelings about different needs) and ranking were discussed next.

4. Don't create an image of deficiency - convince of necessity. Make it necessary and concrete.
5. Take two years to reach \$500,000 - \$1,000,000.
6. Keep the Challenge grant on the side, but don't include in the actual goal.

Executive leadership. Claire F. would help with this. Broader prospect list needed. Cultivate leaders, discuss results of study to raise community awareness, meet with various groups and give a brief executive summary, plan, motivation to build excitement. Invite targeted groups and individuals to the library for a tour. Put a face on the campaign.

Mr. Pollock thanked Dr. Stille for the survey and study. Mr. Eberhard moved to <sup>adopt</sup>~~adopt~~ a resolution approving the Feasibility Study and advancing objective with the campaign to begin in January. Mr. Ruffin seconded and the resolution passed unanimously.

The Endowment Board will bring a plan of action to the October board meeting including naming a campaign chair, lead gift committees and other committees.

The meeting was adjourned at 6:00.

  
Kathryn S. Ames, Secretary



MINUTES  
Policy Committee  
October 1, 1998

The Policy Committee composed of Phil Pollock, Jean Bowen, Jan McCormack met at 4:00. Mr. Dendy was absent. Mrs. Ames, Mrs. Blake and Mrs. Laura Carter were also present.

Mrs. Carter explained the Heritage Room policy draft and asked for committee members to review and fax any changes prior to October 5. It will then be put into the mail for all board members to see prior to the October 13 meeting.

Mrs. Ames explained that we were made aware of the need for a written policy on the assurance that each county in the region receives its per capita share of funds, materials and service when we filled out our annual report and application for state aid this year. We've always followed law in the proper distribution of funds but did not have any written policy. It was suggested that this be added to the policy manual as Distribution of Funds under the section called Financial Policy.

Committee members looked over the investment policy sample from Gwinnett County. It was suggested that Marion Davis-Barnett, as Treasurer, should look this over as well. It was agreed that we do need a chain of command for investments we presently hold.

The question of who is bonded and for how much was then taken up by the committee. It was agreed that everyone handling money should be bonded and that the costs are such that the amount should be for \$500,000 per occurrence since we do receive checks over \$100,000.

There being no further business, the meeting adjourned at 5:00.

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
October 13, 1998

The meeting was called to order at 4:11 p.m. by Mr. Berryman, Chairman. Present were Mr. Bower, Mr. Cheatham, Ms. DeJoy Mr. Dendy, Mr Eberhard, Mrs. Middleton, Mr. Pollock, and Mr. Ruffin. Mrs. Johnson and Mr. Tritt arrived at 4:30. Mrs. Davis-Barnett and Mrs. Bowen were excused. Mr. Heyl, Mrs. McCormack, and Mrs. Stroud were absent. Staff present were Mrs. Ames, Mrs. Walker, Ms. Fike, Rebecca Yates, Cathy Padgett, and Laura Carter. Mrs. Blake recorded the minutes.

The July 14, 1998 minutes were unanimously approved as mailed and and August 25, 1998 minutes as corrected upon a motion by Mr. Eberhard and a second from Mr. Dendy.

Ms. Fike gave the financial report. Mr. Dendy mentioned that the ENSAT Center at Sandy Creek want to start a store and suggested that Cathy Padgett meet with them. It was reported that Lyndon House has already contacted her.

There were no members of the public present. However, Mr. Berryman mentioned receiving a letter from a former employee, Linda Bindner, which he referred to the Personnel Committee. The agenda was unanimously adopted upon a motion by Mrs. DeJoy and a second from Mr. Pollock.

Committee Reports

1. Policy Committee - A copy of the proposed Heritage Room policy was presented. Mr. Eberhard asked why out of state patrons were charged more. Mrs. Carter stated that fees were based on the same schedule as what the Archives in Atlanta charge. Some editorial changes were made and the policy was unanimously accepted with corrections upon a motion from Mr. Dendy and a second from Mr. Cheatham.
2. Winterville - Mr. Bower noted the reception of two computers and stated they would be on-line soon. Mrs. Ames appeared before the County Commission and Winterville City Council regarding duplication of services between the two entities. Discussions will continue. They have two board positions open which will be filled in January.
3. Endowment - Claire Benson broke her arm so she's unable to make the report that Upshaw and Frances Bentley have agreed to be campaign co-chairs. Each board member will be asked to help. Claire is working to get the brochure completed.
4. Friends of the Library - Mrs. Stroud was absent.
5. Building and Grounds - Mr. Pollock said there had been a complaint about the main staircase steps being dangerous and the matter had been reported and would be investigated.
6. PR Committee - Mr. Eberhard reported that the committee had



Page Two  
Athens-Clarke County Library Board  
October 13, 1998

not met. Stacey Overstreet won the GLA paraprofessional award and does a great job for the Library.

Rebecca Yates reported on Staff Development Day which was held September 17. She distributed the program and talked briefly about the purposes of continuing education, motivation, enlightenment, and getting to know branch staff members better as good reasons for having this day for the staff.

Cathy Padgett reported on Homework Helpers, a new volunteer program to assist young adults from Monday through Thursday from 3:30-5:30. The program kicks off on November 2 for the rest of the year.

#### Director's Report

Mrs. Ames reported that Staff Development Day was really super with cash prizes provided by the Friends of the Library. She and Mrs. Weeks attended Nakanishi Corporation's 10<sup>th</sup> birthday celebration and returned with a \$3000 check for the Endowment. They continue to be wonderful supporters of the library. Our Children's Department began a new Baby Story time last week with good attendance. Café au Libris, the Friends of the Library fundraiser, is coming up soon.

Mrs. Ames also raised the issue of decreasing circulation. It is only one measure of library success, but we need to find ways to promote use of the library's collection and we will be working on new ways to measure use of the library. We had anticipated with the Governor's new books a big increase in circulation which didn't happen, nor did the Summer Reading Club statistics reflect increases in children's circulation.

Mrs. Ames passed the nametag sample around the table. We expect to have them in the next two weeks.

Included in each member's packet is information from DTAE on the library funding formula which has been unchanged since 1943. The proposal there would add two state paid librarians here. The package would cost \$12 million and would probably not be implemented until 2000. All counties except Franklin would be eligible for incentive grants as well. This could benefit libraries immensely. Please plan now to attend Library Legislative Day.

#### Unfinished Business

Ad Hoc Committee for the Long Range Plan could not find time to meet. They will try to find a date prior to January meeting.

Page Three  
Athens-Clarke County Library Board  
October 13, 1998

New Business

1. COMO - Mr. Eberhard reported that COMO and several other groups all met together at GLA. A Mr. Dukes in Decatur is trying to get a Statewide Trustees Association going. Advocacy workshops for trustees to help understand and promote libraries will be sometime next year and in various locations around the state. Mr. Eberhard felt it was fruitful to attend this meeting and encouraged others to attend.
2. Trustees whose terms are expiring (Dendy, Eberhard, Ruffin) would like the library board to send a letter recommending reappointment. Mr. Pollock made a motion to approve such a letter and Mrs. Johnson seconded. The motion was unanimously passed.
3. SPLOST Planning Committee - the county is beginning to start planning for the next SPLOST. It might be good to have available someone from the board to act as liaison. Mr. Berryman asked for 3 or 4 volunteers before the end of the week. This position might be pretty active in determining how to let the library be a part of the next SPLOST. An addition to this building would fall here.

There being no further business the meeting was adjourned at 5:20. The next meeting will be the second Tuesday in January.

  
Kathryn S. Ames, Secretary



## Minutes

### Athens Regional Library Board

October 15, 1998

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:40. Attending from Athens-Clarke County were Mr. Pollock and Mr. Ruffin; from Franklin County were Mr. Miller and Mr. Eschedor; from Madison County were Mrs. Murray, Mr. Ginn and Mrs. Harrover; from Oconee County was Mr. Billings, who arrived at 4:30; and from Oglethorpe County were Mrs. Bloom and Mr. Downs. Excused were Mrs. Davis-Barnett, Mrs. Purvis and Mr. Wyllie. There is a vacant position in Franklin County and Oglethorpe County. Mrs. Ames and Mrs. Walker from the library staff were also present. Mrs. Blake recorded the minutes.

The July 16, 1998 minutes were unanimously approved as mailed upon a motion by Mr. Pollock and a second by Mrs. Murray.

Because there were members of the public present, Mr. Berryman outlined the basic rules for comment. Each speaker is limited to 3 minutes per person and they are asked to identify themselves by name and address and to indicate if they have read the book under discussion.

Rev. Lee Singley - 499 Double Branch Road, Danielsville, Ga.

Rev. Singley stated his objection to the accessibility of the book, *Am I Blue*, to young people and said that 263 households had petitioned the removal of it as well. He listed 3 reasons: 1) it engages in collaborating to make lesbianism appear normal between teenagers and feels this is a discussion that should be held by parents. 2) that culture should not dictate convictions and 3) that he believes in the freedom of speech but believes the book promotes a lifestyle not acceptable to the people in his church, particularly young children. He asked that the book be removed from the library or at least from the children's section.

Dee Bunker - lives in Oglethorpe County, there for PFLAG. She indicated she had just skimmed through book but feels that it represents what life is like for those growing up who feel different. She hopes the book remains on the shelf because of the assistance it gives to them.

Virginia Carver - lives in Athens. She has read the book. She came to speak because her daughter is lesbian and felt the availability of the book would have helped her. Because the book expresses various perspectives and the tone is one of compassion and understanding it is helpful for young people and parents too. She felt the book was in good taste and supports its inclusion in any library for its invaluable information.

Page Two

Athens Regional Library Board

October 15, 1998

David Bunker - husband of Dee Bunker who spoke before. He said he had come out after 70 years; that he had always felt different and he found it inconceivable to imagine how much he would have profited to have had a book like this when he was younger.

Ginnie Edwards - Branch Manager, Madison County Library. She reminded the board that the library is a public library and is to serve the entire community - that every book in the library might be offensive to someone. There is a policy in place that librarians cannot censor materials for parents. The Collection Development Team painstakingly goes through each purchase carefully.

There being no further public input, the agenda was unanimously adopted with the change of moving the discussion of the book *Am I Blue* to the next item of the agenda upon a motion by Mr. Ginn and a second from Mr. Ruffin.

Mr. Ginn made a motion to have the copies of *Am I Blue* removed from the shelves of Madison County and returned to Athens Regional Library headquarters so that any patron could have access to the book from Athens. Mrs. Harrover seconded the motion so it could be discussed.

Mr. Ginn stated that the Athens Regional Library Board shouldn't overstep home rule but that although the Madison County Board had voted to keep the book on the shelves, out of respect to community members the book should be moved.

Mr. Downs asked at what age Rev. Singley thought people should be able to read this book?

Rev. Singley replied that a child age 10 was too young, he thought a young adult from age 16 years upward.

Mr. Ruffin indicated that he would support the Reverend about very young ages reading the book, but felt that the book's placement in Athens would create an obstacle.

Mr. Downs stated that we shouldn't shuffle the book from county to county and asked if its removal was the feeling of the majority of people in Madison County?

Mrs. Murray gave the population statistics of Madison County and indicated that the number of names on the petitions was a low percentage of the total number living in Madison County.

Mrs. Bloom stated that parents are the one who should be judging this book and that it shouldn't be the prerogative of the board to censor.



Page Three

Athens Regional Library Board

October 15, 1998

Mr. Berryman asked what would be the basis within our present policy to permit doing what Mr. Ginn's motion suggests?

Mrs. Murray suggested community standards.

Mr. Eschedor said that the library's mission says it is to promote diversity of information. This would defeat that goal.

Mr. Ginn felt that in looking out for the feelings of people in the community it might be best to look at it on a case by case basis.

Mr. Ruffin asked how you define diversity? The better solution might be to put the book into the general collection to make it more unlikely a child would pick it up.

Mr. Downs indicated he had asked his 12 year old son to read the book and his son thought if you were gay it could be helpful so that young adult section is the proper place to have it. He hoped that everyone would be scared to speak for his whole community and felt the book was well written.

Mrs. Bloom said she felt the book had a message of tolerance and that it needed to be available and on the shelf in the young adult section and that parents needed it as well.

Mr. Berryman read from the collection criteria from the Collection Development Policy.

Mr. Downs called for the question. Mr. Ginn voted yes, and Murray, Harrover, Pollock, Ruffin, Eschedor, Miller, Bloom and Downs voted no.

Mr. Downs moved that the book remain in the Young Adult section of the Madison County Library or young adult or adult sections of all other libraries in the region. Mr. Pollock seconded. After a small amount of discussion of this motion the vote was Yes from Murray, Harrover, Pollock, Ruffin, Eschedor, Miller, Bloom and Downs and no from Mr. Ginn. The motion passed.

Mr. Berryman continued with the remainder of the agenda.

Ms. Fike presented the financial report. We are one quarter of the way through the year. All county funding agencies will be billed November 1 and that rise in revenue will be reflected next quarter. There were no questions.

#### Regional Reports

**Franklin County:** Mr. Eschedor reported that the county was still without a budget. He also mentioned a serious structural problem in Lavonia. There appears to be a spring of water coming through the foundation. Pam Blake was asked to contact the Georgia Tech people making the survey of facilities to tell them about this problem. Mr. Walker of the Athens-Clarke County Preservation group

Page Four

Athens Regional Library Board

October 15, 1998

wants to return the Lavonia library to its original 1911 condition. If this were done however, there would not be enough room as a library. There is a February 1, 1999 deadline for a planning grant which they will try for, perhaps expansion out the back.

**Oglethorpe County:** Mr. Downs reported that there are two new board members and another has resigned. They also need to appoint someone else to this board. He is glad Oglethorpe County has a budget. The Board is trying to finish the Long Range Plan. Mrs. Bloom reported that she attended the UGA sponsored seminar for non-profit boards and that it was very worthwhile.

**Madison County:** Mrs. Murray said their Friends of the Library had a very successful book sale. A committee of the Board was working on revising their Constitution and the Long Range Plan.

**Athens-Clarke County:** Mr. Berryman said that they are busy with the Endowment. Upshaw Bentley and his wife Frances have agreed to be co-chairs of the campaign. DTAE has given us their strategic report and guidelines on how we can raise \$500,000. Mr. Berryman also mentioned that the Library Store has made over \$250,000 since its beginning.

**Oconee County:** As no one else was present yet, Mrs. Ames reported that the Oconee Board was holding its quarterly meeting on the following Monday. She also reported a successful staff picnic last Sunday.

#### Director's Report

Mrs. Ames said most of her report was written (see attached) and had been covered in individual board meetings. However, she did highlight how much support from the board would mean for the DTAE resolution on public libraries early next year. The more rural areas would greatly benefit. ~~Peter Wyllie had~~ <sup>was removed</sup> one of the Oconee staff assigned to Athens to help process the Governor's books. The process has been streamlined and we hope to be finished by the first of the year.

#### Old Business

1. Nametag Report - The price of photo name tags was quite expensive. The cost of the example which was passed around was less than \$4/per nametag. Everyone in the region should have one in two weeks. Staff were given an option of how to put their name.
2. Debt Collect Update. Gail Firestone reported that we are almost at the 3 month point of the free trial period. She passed around a report based on 10 weeks. There have been some complaints but overall we appear to have not made many enemies. People seem to be taking this seriously and respecting our



Page Five  
Athens Regional Library Board  
October 15, 1998

resources better. The attorney's letters just didn't work. Mr. Ginn thinks this is a management decision on whether to continue, and Mr. Berryman believes it is an expenditure and that authorization is needed to continue. The trial period runs out in one week. Mr. Ruffin moved to authorize DebtCollect for a period of 1 year only with a report due to the board at the end of the fiscal year. He then amended the motion to include that the contract runs from July 1, 1998 to June 30, 1999 and the director has the discretion to terminate at any time if she deems it necessary. Mrs. Bloom seconded. Mr. Ginn asked that someone review the contract. Mr. Berryman and Mr. Wyllie were asked to do this. Mr. Downs called for the question and the motion passed unanimously.

#### New Business

1. To qualify for grants, etc. the assurances on Drug Free Workplace, Civil Rights Certificate, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion and Non-Construction programs need to be approved and recorded in the minutes. Mr. Ginn moved to accept, Mrs. Murray seconded and they passed unanimously.
2. Athens Regional Library System Constitution revision. Mr. Berryman appointed Downs, Miller, Murray and Wyllie(if he will accept) to be on the committee (one member from each county) to review and revise.
3. Policy Amendments. As part of the annual report, it was found that we need to say that we provide the services and materials to each county in a fair way. The Distribution of Funds policy was unanimously approved upon a motion from Mr. Ginn and a second from Mr. Downs. The change in sick leave credit per TRS Act 859 will cost nothing and was unanimously passed upon a motion from Mr. Pollock and a second from Mrs. Harrover.

There being no further business, the meeting was adjourned at 5:00 p.m.

  
Kathryn S. Ames, Secretary

Minutes  
Personnel Committee  
November 12, 1998

The Personnel Committee met at 4:30. Present were Mr. Ruffin, Chairman, Mr. Cheatham, Ms. DeJoy, Ms. Johnson, Mr. Berryman and Mrs. Ames.

The Committee met to discuss a letter from Mrs. Linda Bindner. After discussing several points in the letter, the Committee decided that no action was necessary. Mr. Berryman will send a letter to Mrs. Bindner thanking her for her comments.

The Committee also reviewed several suggested changes for the Personnel Policy. Mr. Ruffin made the motion to accept the changes presented and this was seconded by Mr. Berryman and approved unanimously for presentation to the full board.

The meeting was adjourned at 5:30.